

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 3 December 1958

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 48
26 November - 2 December 1958

I. SIGNIFICANT ITEMS

Nothing to report

II. OTHER ACTIVITIES

A. The first running of Writing Workshop (Regulations) was completed by all the students enrolled. The student critiques were unanimous in the conclusion that the time had been well invested. A full report on the course will be submitted by the faculty chief.

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B. On Wednesday, 26 November, fifteen students completed Writing Workshop No. 22. One student originally enrolled withdrew the day the course began. [redacted] the instructor, will complete evaluations and submit the course report during the next two weeks.

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C. On Wednesday, 26 November, the nine students enrolled in Conference Techniques No. 9 completed the course. A report on the course is being submitted today.

D. On Monday, 1 December, Effective Speaking Course No. 8 began with twelve students. The thirteenth student enrolled will begin the course on Wednesday, 3 December. There are four students from the DDP, four from the DDS, and three from the DDI.

E. On Monday, 1 December, [redacted] lectured in the Clandestine Scientific and Technical Operations course. His subject was "Introduction to Scientific and Technical Reporting." The lecture analyzed the problem of scientific and technical reporting and suggested some practical approaches to the solution of the problem.

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F. During the next two weeks [redacted] will participate in the American Heritage course as a staff advisor to one of the student committees.

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III. PERSONNEL NOTES

A. On Monday, 1 December, [] formerly with OCI, joined the Intelligence Production Faculty.

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B. [] were away during the Thanksgiving season. [] spent the holiday in Connecticut; [] visited in New York.

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C. On Tuesday, 2 December, [] took the German oral exam.

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